Adobe® GoLive® 6.0

Adobe Web Workgroup Server User Guide

Adobe

Adobe®
Web Workgroup Server

User Guide

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Adobe® Web Workgroup Server User Guide for Windows® and Macintosh

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Chapter 1: Building Workgroup Sites

The workgroup features in Adobe GoLive let you work collaboratively with others on a Web site. You check files out from the Adobe Web Workgroup Server to edit them, and the files are protected until you check them in again. Once a file is checked in, all links to the file are checked and updated, ensuring link integrity for the site. The site window shows which files are checked out at any given time by which users. The Workgroup Server also stores previous versions of checked-in files, so you can compare changes with earlier versions or revert to a previous version.

This chapter describes how to author workgroup sites in GoLive. For instructions on installing and starting the Workgroup Server, see "Installing, starting up, and shutting down the Workgroup Server" on page 28. Chapter 2 describes how to use the browser-based Workgroup Administration tool to carry out basic tasks like adding new users to the workgroup and controlling access to workgroup sites.

About GoLive workgroup sites

GoLive workgroup sites are simply GoLive sites that are stored on the Adobe Web Workgroup Server instead of the file system of your computer. The Workgroup Server acts as a repository for sites being developed rather than as a typical Web server. Though stored on the Workgroup Server, workgroup sites have the same structure as regular single-user sites and appear the same in the site window when you open them. However, special workgroup features of GoLive are activated when you open a workgroup site. These features let you track who's doing what in the workgroup—which files in the site are available for editing, which are being worked on by others, and what's left to do for each file.

Files in a workgroup site—pages, images, style sheets, or any other components of the site—have to be checked out before you can edit them. Once a file is checked out, others in the workgroup who have the site open can see in their site window that the file is temporarily locked and unavailable for editing. They also know who has the file checked out, and when it was checked out. The file still appears in their site window, and it can still be opened, but in read-only form.

Getting started with workgroup sites

Here's how you get started using workgroup sites in GoLive 6.0:

Install the Workgroup Server Install and start the Workgroup Server, on a computer accessible to members of the workgroup. The Workgroup Server is ready to use, requires minimal administration, and comes with preinstalled user accounts. Add new accounts as needed for workgroup members.

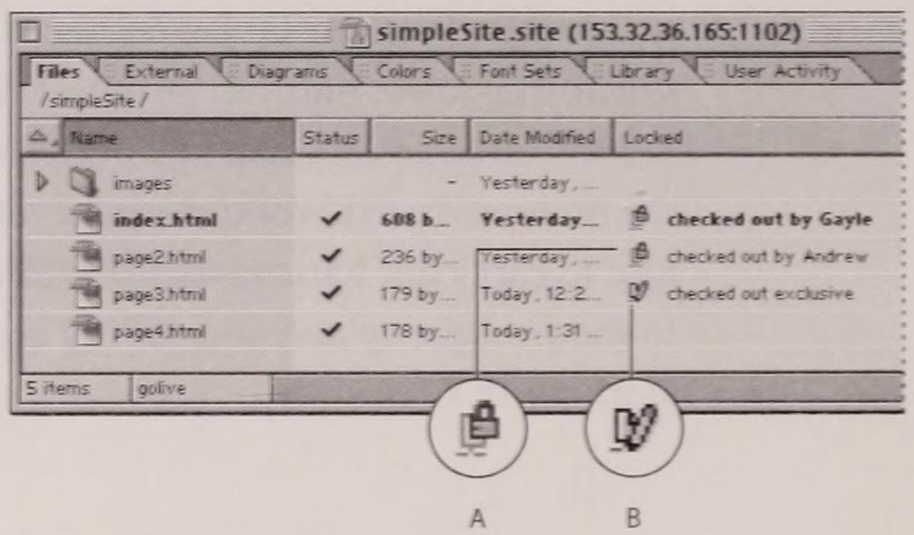
Create a workgroup site As with single-user sites, you can use the GoLive site wizard to create workgroup sites. You can create a new, blank site, or create a new site based on an existing folder of Web files. Another option is to convert an existing GoLive single-user site into a workgroup site. Creating a workgroup site places the site structure—site project file, site folders, and any pages or supporting files that make up the site—on the Workgroup Server, and also creates a copy of the site project file and the site folder structure on your computer. This site project file is a little different from the usual GoLive site project file in that it contains login information for the Workgroup Server. Opening a workgroup site project file connects you to the actual site on the server.

Mount a workgroup site To work on a workgroup site that you didn't create yourself, you need to mount the site on your computer. Mounting is a one-time operation that moves a copy of the site project file and the site folder structure from the Workgroup Server onto your computer (when you create a site yourself, this happens as part of the process). After mounting a workgroup site, you can open it like any other GoLive site.

Author the site After you've created (or mounted) a site, you're ready to start collaborating with others in the workgroup. The following features make it possible for several users to work simultaneously on the site:

- Check in and check out. Workgroup site files need to be checked out before they can be edited. This locks the file and prevents others in the workgroup from editing it. The Locked column in the site window tells you which files are checked out and by whom. If a file is available, open the file and begin editing—you're then prompted to check out the file. For others in the workgroup, the Locked column will now show that the file is checked out to you. When you're done editing, check the file back in, and use the comment field to update others on what changes you've made to the file. The Locked column icon is automatically updated to show others in the workgroup that the file is now available for editing.

  Note: *If a file is checked out, you can open it in read-only mode. If necessary, the server administrator can reset the lock on any file to make it available for editing (however, any changes made after the file was checked out will be lost).*



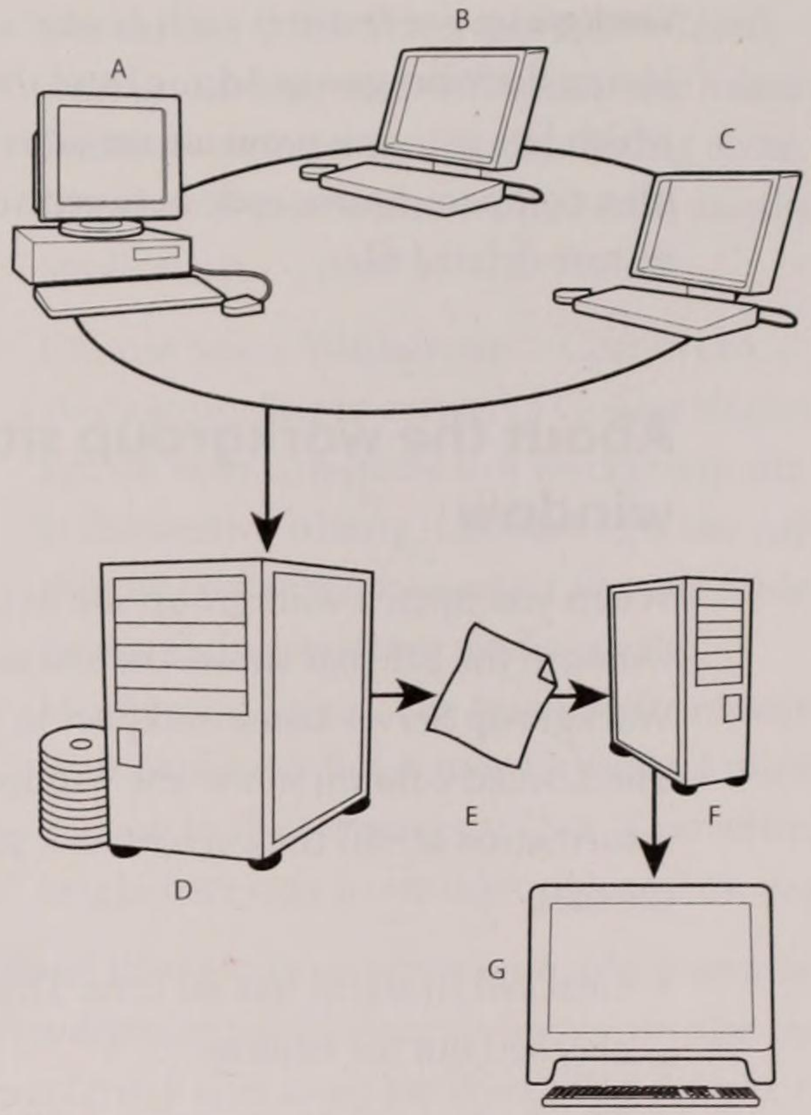
Workgroup site in the site window
A. *Icon for a file checked out by another workgroup member*
B. *Icon for a file checked out by you*

- File versioning. Whenever you or another member checks in a file, a new version of the file is created in the Workgroup Server database. The file you (and others) see in the site window is the most recent version of the file checked in to the database; however, all previous versions

of the file are also stored in the database. You can open previous versions, compare them with the most recent version or your local checked-out version, and revert to a previous version if necessary.

- Shared information. For workgroup sites, you can use the To Be Edited column and Completed column in the site window (Files tab) to track work needed on particular files. (To edit these columns, choose Window > Workflow to open the Workflow palette.) Another source of information is the site window's User Activity tab, which lists all workgroup members with site access and which files they are currently working on.
- Workgroup-enabled clients. You can check out workgroup site files—including images, animations, or QuickTime clips—with Photoshop, Illustrator, LiveMotion, or any application that supports the WebDAV protocol.
- Site backups. During development, the server administrator can easily create backup copies of the Web site. The backups are stored on the Workgroup Server database for easy search and retrieval.

Publish the site For workgroup sites, one or more publishing servers are set up in advance by the server administrator. Any member of the workgroup can publish the site, choosing a server from the preset list. The server administrator can also choose to publish the site using the Workgroup Server Administration tool, or Workgroup Admin. (See "Publishing sites" on page 41.)



Workgroup production environment
A. *Workgroup member using GoLive* ***B.*** *Workgroup member*
C. *Workgroup member* ***D.*** *Workgroup Server*
E. *Workgroup Web site* ***F.*** *Publishing server* ***G.*** *End user*

Workgroup advantages for the single user

Although designed for team Web-building, GoLive's workgroup features can also be useful when you're working on a Web site by yourself. Simply install the Workgroup Server on the same computer where you're running GoLive, and then create your site as a workgroup site rather than a single-user site. Or, convert an existing single-user site to a workgroup site. Then take advantage of

workgroup site features such as easy site archiving (using the Workgroup Admin) and the file history, which lets you save previous versions of all site files, compare source code between versions, and restore deleted files.

About the workgroup site window

When you open a workgroup site in the site window, the title bar shows the site name and the Workgroup Server name and port in parentheses. The Locked column in the site window displays information about the current lock state of the files.

- Checked In status has no icon. The file can be checked out for editing.
- Checked out exclusive status, indicated by a pencil icon, applies to files you've checked out yourself. You can immediately open and edit files checked out to you. As long as the file is checked out to you, other users have read-only access.
- Checked out by Someone Else status is indicated by the padlock icon. You have read-access only to files checked out by another member of the workgroup. If a file is checked out, you should periodically refresh the site window (Site > Refresh View, or click the Refresh View button on the toolbar) to see whether the file has been checked in again. (See "Refreshing the site view" on page 15.)

The workgroup site window also adds two columns to the right of the Status column: Completed, and To be edited. You can add information to these two columns using the Workflow palette, accessible from the Window menu. You can use these fields to inform other workgroup users how much work or what type of editing is needed on a particular file.

Using the Workgroup toolbar buttons

The Workgroup toolbar, at the right end of the main toolbar, puts Workgroup features into easy reach next to GoLive's existing tools. You can use the Workgroup toolbar buttons to check in and check out files, compare file versions, revert to a previous file version, and verify which files are checked out by whom.

- To show or hide the toolbar, select or deselect the Workgroup Toolbar choice in the Window menu.
- To undock the toolbar, drag its left edge to the desired location. To redock the toolbar with the main toolbar, double-click its title bar (Windows only).

The following buttons are available on the Workgroup toolbar:

- The Check Out button checks out selected files in the site window. It will also check out a file open in read-only mode if that file is the active window.
- The Check In button checks selected files back in again.

- The Undo Check Out button discards any changes you have made to a checked-out file and checks it back into the server, but without creating a new revision of the file. This saves storage on the server. Undo Check Out is useful if you have inadvertently saved unwanted changes to a checked-out file, or if you mistakenly check out a file and don't want to create a new, identical revision by checking the file back in again.
- The Compare to Server button compares the currently selected checked-out file with the last checked-in version of the file on the server. This can be useful when you want to track changes you've made to the file since checking it out.
- The Revision List button displays all stored revisions of the selected file. Each time you check in a file, GoLive saves a revision to the Workgroup Server. This revision history lets you inspect and return to any previous version of a file, and view any comments entered for each revision.
- The User Activity button displays users currently logged in to the Workgroup Server and any files checked out to those users. Clicking this button activates the User Activity tab in the site window.

Creating workgroup sites

To create a GoLive workgroup site, you can use the site wizard or the Convert to Workgroup Site menu choice. You can easily import an existing Web site and bring it under GoLive's management.

- Use the site wizard to create a new, blank workgroup site, or a workgroup site based on a folder on your computer containing a site, pages, or resource files created with another application.
- Choose Site > Workgroup > Convert to Workgroup Site to convert a GoLive single-user site on your computer to a workgroup site for collaborative editing. Converting a site copies the site contents (site project file, site folders, pages, and supporting media) to the Workgroup Server. The original site remains on your computer but is now linked as a mirror version to the server copy. (See "Converting single-user sites to workgroup sites" on page 7.)

Note: *Workgroup members with administrative privileges on the Workgroup Server can also create workgroup sites using the Workgroup Admin. (See "Creating sites" on page 33.)*

Using the site wizard

Use the site wizard to create a new, blank workgroup site, or a new workgroup site based on existing files. When you create a workgroup site using the site wizard, GoLive places the full site on the Workgroup Server and a partial copy of the site on your local computer. The local site is a placeholder version of the server site, with the same folder structure but containing no files except the site project file. Opening the local site project file connects you to the server and allows you to view and edit the full site in the site window as if it were on your computer.

Logging into the Workgroup Server After selecting a site creation option in the site wizard, you log into the Workgroup Server to create the site on the server. Before you use the site wizard, obtain the following information from your server administrator: a user name and password, the IP address or server name of the computer the Workgroup Server is running on, and the server port number (default port is 1102).

Advanced URL handling During site creation you have the opportunity to specify how GoLive handles site URLs, including how URLs are encoded and whether they are case-sensitive. If you're creating a site by importing an existing site, it's particularly important to set URL encoding correctly to avoid broken links in the new site. After you create the site, you can change the URL encoding (but not URL case-sensitivity checking) using the Site Settings dialog box. (Choose Site > Settings, select URL Handling, and then select URL Encoding options.) For more information on URL handling, see GoLive Help.

To create a workgroup site using the site wizard:

1 Choose File > New Site to open the site wizard.

2 Select Workgroup, and click Next.

3 Do one of the following:

- Select Blank Site to create a site project file; a root folder containing a blank home page named index.html; a data folder containing empty subfolders for resource files; and a settings folder containing site-specific settings on the Workgroup Server database.
- Select Mount if you want to connect to a workgroup site that's already been created on the Workgroup Server by another member of the workgroup (see "Mounting a workgroup site" on page 8).
- Select Import from Folder to create a new workgroup site based on a folder of existing Web files—HTML, XML, XHTML, or other resource files—on your computer. GoLive creates a copy of the folder and makes it the new site's root folder, and adds new folders for the site's data and settings files. You specify a name for the site project file and create a folder to put it in.

Use the Import from Folder option to bring a non-GoLive site under GoLive management.

- Select Import from GoLive Site to create a workgroup site from one of the site templates installed with GoLive. The templates are located in the Site Templates folder, inside the GoLive 6.0 folder. (See GoLive Help.) You can also use this choice to convert an existing GoLive single-user site to a workgroup site.

Note: *To create a workgroup site based on a copy of a site downloaded from the Web via FTP or HTTP, you must first use the site wizard to create a single-user site, and then convert the site to a workgroup site. (See GoLive Help, and "Converting single-user sites to workgroup sites" on page 7.)*

4 Click Next. If you selected Import from Folder or Import from GoLive Site, follow the instructions for selecting a folder or GoLive project file, respectively, and then click Next to log into the Workgroup Server. (For Blank Site or Mount, proceed directly to the login dialog box.)

5 In the Workgroup Server login dialog box, enter the server login data:

- In the Server text box, enter the IP address or server name of the computer the Workgroup Server is running on. If the Workgroup Server is running on the same computer with GoLive, you can also enter localhost as the server name.
- In the User Name and Password text boxes, enter your workgroup server user name and password.
- The Port value defaults to 1102.

6 Select the Save box if you don't want to be prompted for the password during subsequent logins. Since you only have to connect once per session, we recommend that you don't select this option unless you work on a computer that is physically secure.

7 Click Next, and follow the instructions in the site wizard.

Naming conventions for local copies of workgroup sites

As part of the site creation process in the site wizard you create and name a local, or mirror copy of the workgroup site. The folder name for the local copy will combine the site name you choose and the name or address of the computer hosting the Workgroup Server. The part of the name that identifies the host computer varies depending on how you logged into the Workgroup Server when you started the wizard.

- If you logged into the Workgroup Server as localhost (allowed if GoLive and the Workgroup Server are running on the same computer) and created a site called Test Site, the local site copy will be named "Test Site on localhost".
- If you logged in using the IP address or name of the Workgroup Server's host computer, the local site copy will be named "Test Site on 192.168.1.210" or "Test Site on <computer name>".

Converting single-user sites to workgroup sites

Another way to create a workgroup site is to convert an existing GoLive single-user site. The conversion copies the local site onto the Workgroup Server database. After the site is copied to the database, workgroup features like file versioning, file comparison, and site backup are available.

Note: *After conversion, your local single-user site will be linked as a mirror copy with the workgroup site on the Workgroup Server database. If you want to create a new workgroup site and also preserve a copy of your original single-user site, use the Import from GoLive Site option in the site wizard.*

To convert a local single-user site into a workgroup site:

1 With the single-user site open, choose Site > Workgroup > Convert to Workgroup Site, and then click OK in the message box.

2 In the Workgroup Server login dialog box, enter the server login data:

- In the Server text box, enter the IP address or name of the computer the Workgroup Server is running on. If the Workgroup Server is running on the same computer with GoLive, you can also enter localhost as the server name.
- In the Username text box, enter your Workgroup Server user ID.
- In the Password text box, enter your Workgroup Server password.

3 Select the Save box if you don't want to be prompted for the password during subsequent logins. Since you only have to connect once per session, we recommend that you don't select this option unless you work on a computer that is physically secure.

4 Click Convert.

GoLive converts the local single-user site into a workgroup site and uploads it to the Workgroup Server. As part of the conversion, the single-user project file on your computer is replaced by a local copy of the new workgroup site project file. The local version now contains login information that connects you to the Workgroup Server when you open it.

Note: *The site folder for a converted single-user site does not follow the naming conventions for local copies of workgroup sites created using the site wizard (see "Naming conventions for local copies of workgroup sites" on page 7). The site folder for a converted single-user site retains its original name.*

Mounting a workgroup site

If you did not create a workgroup site yourself but need to work on it, you must first mount the site on your computer. Mounting a site connects you to the Workgroup Server and copies the site project file (and settings and data folders) from the server onto your hard drive. You only have to mount a workgroup site once. After the site is mounted, you can open the site on your computer in the same way you open a single-user GoLive site. Opening the site project file after the site is mounted automatically connects you to the Workgroup Server.

Before you attempt to mount a workgroup site, make sure you have obtained the following information from your Workgroup Server administrator:

- IP address or server name of the computer the server is running on.
- Your user name and password.
- The port number for the server (default port number is 1102).

To mount an existing workgroup site:

1 Choose File > Mount Workgroup Site.

2 In the Mounting a Workgroup dialog box, enter the login data—server IP address, user name and password, port number—you have obtained from your server administrator. If the Workgroup Server is running on the same computer with GoLive, you can also enter localhost as the server name.

3 Select the Save box if you don't want to be prompted for the password during subsequent logins. Since you only have to connect once per session, we recommend that you don't select this option unless you work on a computer that is physically secure.

4 Click Next.

If you have successfully logged into the Workgroup Server, you see a list of sites on the server that you have permission to edit. Access to sites is controlled by your system administrator. If the site you're looking for isn't in the list, contact your server administrator.

5 In the site list, select the site you want to mount on your computer, and click Next.

6 Use the Browse button to locate the folder where you want to store the local copy of the site, or create a new folder. After you have selected or created a folder, the full path to the folder displays in the dialog box. Click Finish.

GoLive creates a site on your computer that matches the server site, but with empty site folders. The name of the local site follows the same rules that apply when you create a workgroup site using the site wizard (see "Naming conventions for local copies of workgroup sites" on page 7). The site window shows the contents of the site on the server. You can now start checking in and out your work (see "Authoring a workgroup site" on page 10).

Opening sites that have already been mounted

Once a local copy of a workgroup site exists on your computer, you can open it like any other GoLive site. If you've mounted a workgroup site, converted a single-user site, or created a site using the site wizard, a local copy of the site exists on your computer. When you open the local copy, GoLive requires you to log into the Workgroup Server. This allows you to check in or check out files and see whether other workgroup users have checked out files in the site.

To open a workgroup site that is already mounted:

1 Do one of the following:

- Choose File > Open Recent Files, and select the site from the submenu.
- Choose File > Open, navigate to the mounted site file, select it, and click OK.
- In your file system, locate the mounted copy of the workgroup site file and double-click its icon.

2 In the login dialog box, enter your password and click OK.

Note: *If you saved your password when you mounted the site, you are logged in automatically and the login dialog box does not appear.*

If you open a workgroup site when the Workgroup Server is not running, an alert appears. Click OK to open the local copy of the workgroup site anyway. Files that are currently checked out to you are available for editing. (See "Editing checked-out files in offline mode" on page 14.) The following files are available in read-only mode:

- Files that you've checked out in the past, and checked in again. Checking in a file updates the site on the server and leaves a local copy of the file on your computer.
- Files that you've downloaded. Downloading a file doesn't check it out, but places a read-only version on your computer, useful when you want to check links to it from files that are checked out.

Authoring a workgroup site

GoLive offers specific tools and features that make it easy to collaborate with others on a workgroup site. Consider the following when collaborating on a site:

- Files that make up the workgroup site must be checked out before you can edit them. If a file is checked out by another member of the workgroup, you have read-only access to the file until it's checked back in again.
- While working on a workgroup site, refresh the site view regularly to ensure that the site structure mirrored in the site window is up to date. (See "Refreshing the site view" on page 15.)

Checking files in and out

After checking out and editing a file, you check the file back in to make the new version available on the server for other users. When you create a new page or file, you are automatically prompted to check the file in to make it available to other users.

Note: *You cannot delete, copy, rename, or move files that are checked out from the Workgroup Server.*

When you check out a file, the following actions take place:

- If the file does not exist locally, it is copied to your local platform.
- If a local copy of the file exists, GoLive checks to make sure that the file is up to date. If necessary, GoLive replaces the local copy of the file with the most recent version.
- The file is locked on the server, and the lock status displayed in the site window is updated to reflect the checkout.

When you check the file back in, the following actions take place:

- The Workgroup File Check In dialog box allows you to enter a comment on any changes you've made.
- The version of the file on the Workgroup Server is replaced with the current version.
- The file is unlocked, and the lock status displayed in the site window is updated to reflect the check-in.
- A revision is created.

- Any links in the file are checked, and if necessary updated, based on changes made to other files in the site while this file was checked out; also, links in other files are checked against changes in this file and updated as needed.

Note that after checking a file back into the Workgroup Server, a local copy of the file remains on your computer. You can open this file in read-only mode if you're working without a connection to the Workgroup Server.

In addition to the Files tab, you can check in and check out files in the Extras tab, navigation view, and links view.

Checking out files and folders

You can check out files and folders in the workgroup site that are not already checked out to another workgroup member. The Locked column in the site window shows which files are available for checkout.

To check out files:

1 Choose File > Open, select the workgroup site file, and click Open.

2 Do one of the following:

- In the Files tab of the site window, double-click the file you want to check out. For HTML or XHTML files that are editable in GoLive, the file opens in read-only mode. As soon as you try to edit it, a Check Out dialog box appears asking you whether you want to check out the file. Click Yes. When you double-click files that are not editable in GoLive (such as PSD files or JPEG files) you are prompted to check out the file first, after which it opens in the application mapped to that file type.
- In the Files tab, select the files or folders you want to check out. Then click the Check Out button in the Workgroup toolbar.
- In the Files tab, select the files or folders you want to check out. Then choose Site > Check Out.
- In the Files tab, select a file or folder. Then choose Check Out from the context menu.
- Right-click (Windows) or Ctrl-click (Mac OS) anywhere in an open, still checked-in document and choose Document > Check Out from the context menu.

Note: *Menu commands, context menu commands, and buttons are sensitive to the lock status of the selected item. For checked-out items, for example, Check Out commands aren't available.*

When you check out folders, the Workgroup File Check Out dialog box lists all files to be checked out and gives you the option to exclude individual files from being checked out. You can choose a structured view (folders displayed) or a flat view (folders omitted). To exclude a file from the check-out, simply deselect its check box. Then click the Check Out button.

Checking in files and folders

When you're done editing a file and have saved your changes, check the file in to create a new version that will be available to others in the workgroup. If you're adding a new file, GoLive requires that you check the file in, after which it will appear in the site window for other users in the workgroup.

To check in files:

1 To select the files you want to check in, do one of the following:

- In the site window's Files tab, select the files or folders you want to check in to the Workgroup Server, and then click the Check In button in the Workgroup toolbar.
- In the Files tab, select the files or folders you want to check in, and choose Site > Check In.
- In the Files tab, select a file or folder, and then choose Check In from the context menu.
- With no files selected in the Files tab, Right-click (Windows) or Ctrl-click (Mac OS) in the tab, and then select Check in all from the context menu to check in all checked-out files.

Note: *You can also check in an open document using any of the above methods.*

You can view just your checked-out files on the User Activity tab, and check them in from there.

After you choose Check In, the Workgroup File Check In dialog box displays the files or folders you have selected for check-in, and allows you to enter check-in comments.

2 In the Workgroup File Check In dialog box, use the options as follows:

- If you want to exclude a file or entire folder listed from being checked in, deselect the check box next to it.
- If you're not sure whether to check in a file and you first want to compare the current version with the version that was last checked in, select the file in the list and click the Compare to Server button. The Compare Revisions dialog box displays the source code of the current version side by side with the source code of the server version of the file and highlights any differences.
- To view the list of files for check-in grouped by folders, select the Show Folder Structure option. This structured view allows you to deselect an entire folder. If you want a flat list omitting folders, deselect this option. This flat view provides a check box at the top of the list, which lets you deselect all files.
- If you want to add a check-in comment, type it into the bottom pane of the dialog box. This check-in comment appears next to the respective revision in the Revision List dialog box.

3 Click Check In.

Note: *After checking a file back into the Workgroup Server, a local copy of the file remains on your computer. This local copy is locked for read-only access.*

Undoing a checkout

If you check out a file, edit it, and then decide you don't want to save the changes, you can undo the checkout. This discards any changes you've made to the file and checks it back into the server without creating a new entry in the revision history.

To undo a checkout:

1 Select the checked-out file or files in the Files tab of the site window.

2 Do one of the following:

- Right-click (Windows) or Ctrl-click (Mac OS) one of the selected files, and select Undo Check Out from the context menu.
- Select Site > Undo Check Out.

3 In the Workgroup File Revert dialog box, click Revert.

The files are checked back into the Workgroup Server and any changes discarded.

Instead of selecting specific checked-out files, you can select Site > Undo Check Out All, and then select the files you want to undo checkout for in the Workgroup File Revert dialog box.

Checking referenced source files in and out

You can check in or check out referenced source files such as images, Smart objects, and Components from within the file that references them. Select the referenced object on the Web page, and choose Source Link > Check Out or Check In from the context menu.

Reference and link updating

GoLive's site management features keep track of links and cross-references between all files in a workgroup site, just as they do for single-user sites. This means that if you change the name of a workgroup file or its location in the site, GoLive updates references to it throughout the site. Even if you change the name or location of a file referenced by a checked-out file, the Workgroup Server maintains "still-to-update" information for the file and updates the reference as soon as the file is checked in again.

The Workgroup Server also monitors links and references for files checked out by a WebDAV-compatible client other than GoLive, and updates those links and references as needed when the file is checked in by the WebDAV client.

Note: *For WebDAV clients that can rename, move, or delete files in the site, the Workgroup Server will update links and references in the site (as it does in GoLive). However, underlying HTTP restrictions prevent GoLive from displaying the same notification you receive for updates that take place within GoLive.*

Opening a file in read-only mode

If a file is checked out by another user, you can still open it in read-only mode. The read-only file will match the last version checked into the server (it won't show changes made after the file was checked out).

Note: *Opening a file without checking it out also opens the file in read-only mode.*

To open a checked-out file in read-only mode:

1 In the site window's Files tab (or in navigation view or links view), double-click the file you want to open.

2 Click Yes to open the file in read-only mode.

Editing checked-out files in offline mode

Occasionally you may need to edit workgroup files without connecting to the Workgroup Server—for example, on a laptop computer with no network connection. In this situation, you can edit checked-out files in offline mode. To do this, you first check out the desired files in online mode. (See "Checking out files and folders" on page 11.) If you want links to appear intact while editing, you then download related files that you don't need to edit but that are referenced by your checked-out files. (Downloading a server file copies a read-only version of the file to your local site.) You can then edit the checked-out files offline and check them back into the server when the connection is restored.

To download files from the Workgroup Server:

1 While connected to the server, select the files you want to download in the site window. Select multiple files by Ctrl-clicking (Windows) or Shift-clicking (Mac OS).

2 Do one of the following:

- Choose Site > Download.
- Select the files, and then choose Download from the context menu.

To edit a file in offline mode:

1 Check out the needed files while still connected to the Workgroup Server.

2 When you want to edit the files, open the site file.

An alert appears, and a warning also displays in the Network Status window.

3 In the alert, click OK to open the site anyway.

You can also switch directly to offline mode without closing the workgroup site. Select Site > Workgroup > Work Offline. To go online again, select the command again.

The site opens in offline mode. The site window shows all files in the site. However, the only files that you can edit are files currently checked out to you. You can also open (in read-only mode) any files you've downloaded, and any file you have a local copy of on your computer (a local copy exists for any file checked out during previous site editing).

4 In the site window, locate the checked-out file you want to edit. Checked-out files are indicated by a pencil icon in the Locked column.

5 Double-click the checked-out file to open it. Edit the file as needed, and save the changes.

6 The next time you are online and the server is accessible, open the site and check in the file. (See "Checking in files and folders" on page 12.)

Removing local copies of checked-in files

When you first create a workgroup site, an empty copy of the workgroup site (containing a site project file only) is created on your computer. As you edit, any files that you check out from the server are copied to your local site. These local copies remain even after files are checked in again. You can remove these local files from your computer at any time.

To remove local copies of checked-in files:

- To remove all local files, Right-click (Windows) or Ctrl-click (Mac OS) anywhere in the background of the site window's Files tab and choose Remove Local Files from the context menu, or choose Site > Remove All Local Files.
- To remove a single file, select the file and choose Remove Local File from the context menu, or choose Site > Remove Local Files.
- To remove selected files, Ctrl-click (Windows) or Shift-click (Mac OS) the files and choose Remove Local Files from the context menu, or choose Site > Remove Local Files.

Tracking workgroup activity

You can use GoLive's site refresh features to keep track of recent updates to site files and components. The User Activity tab tracks which files are checked out to individual users in the workgroup.

Refreshing the site view

Since several users may work on a site at the same time, it's a good idea to regularly refresh the site view to make sure it reflects the site as it exists on the Workgroup Server.

When you refresh the site view, GoLive communicates with the Workgroup Server and checks for lock state changes (whether files have been checked in or out), and for files added to or deleted from the server. It then updates the Files tab to reflect this information.

The site view is automatically refreshed when you check in or check out files, compare file versions, or open the Site Settings dialog box.

To refresh the site view:

1 Open the site window, if not already open.

2 Do one of the following:

- Click the Refresh View button on the toolbar.
- Choose Site > Refresh View.
- Right-click (Windows) or Ctrl-click (Mac OS) anywhere in the background of the site window's Files tab, and choose Refresh View from the context menu.
- Press the F5 key (Windows only).

Refreshing the External, Colors, and Font Sets tabs

You can use the Refresh View command to check the current site on the Workgroup Server for added or removed colors, references, or font sets and update the External, Colors, and Font Sets tabs of the site window to reflect any changes.

You can also set up an automatic refresh of the External, Colors, and Font Sets tabs. For instructions, see "Setting automatic refreshing of the External, Colors, and Font Sets tabs" on page 24.

For a more comprehensive rescan of the entire site on the server for new colors, references, or font sets, use the Get Items Used command on the Site menu. If the scan finds new colors, references, or font sets that aren't listed, New Item groups are created and added to the appropriate tabs in the site window.

To manually refresh the view of the External, Colors, and Font Sets tabs:

1 Click the External, Colors, or Font Sets tab in the site window.

2 Do one of the following:

- Click the Refresh View button on the toolbar.
- Choose Site > Refresh View.
- Right-click (Windows) or Ctrl-click (Mac OS) in the tab, and choose Refresh View from the context menu.
- Press the F5 key (Windows only).

To rescan the site on the Workgroup Server for items used:

1 Click the External, Colors, or Font Sets tab in the site window.

2 Do one of the following:

- Choose Site > Get Items Used.
- Right-click (Windows) or Ctrl-click (Mac OS) in the tab, and choose Get Items Used from the context menu.

Note: *The specific command displayed on the Site and context menus varies with the tab you select. The Get References Used command, for example, is displayed when you select the External tab.*

Viewing user activity

The User Activity tab lets you view users currently logged into the server and which files they've checked out. The tab displays a variety of information on checked-out files, including file type, size of the file when it was checked out, date and time of checkout, whether the file is referenced in the site, and the path to the local copy of the file.

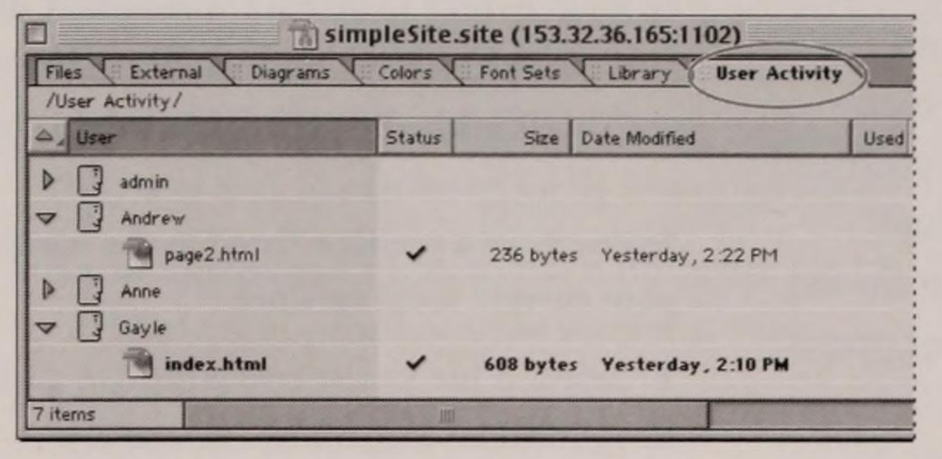
To view which files are checked out by whom:

1 With a workgroup site open in the site window, do one of the following:

- Choose Site > Workgroup > Show User Activity.
- Click the User Activity button on the Workgroup toolbar.

- Click the User Activity tab in the left pane of the site window.

The User Activity tab lists all users who have access to the site.



User Activity tab in the Site Window

2 Click the Expand icon next to a user name to show all files currently checked out to that user.

Using the file version history

When you check in a workgroup file, GoLive creates a revision of the file and stores it on the Workgroup Server. Repeated check-ins create a version history, or Revision List, for each file. You can view the file history for any file, revert to previous versions in the history, and compare the HTML source code for different versions side by side. (See "Comparing different versions of a file" on page 18.)

Inspecting and reverting to previous file versions

The topmost file in the Revision List is the last checked-in version of the file. For each version in the list, the Revision List shows the check-in date, the name of the user who checked it in, the path to the file on the server, and check-in comments (optional). You can open any file in the list, and if necessary revert to that file, which moves a copy of the file to the top of the list and makes it the most current version on the server.

To inspect the file revision history of a file:

1 In the site window, select the file.

2 Do one of the following:

- Click the Revision List button on the Workgroup toolbar.
- Choose Site > Revisions > Revision List.
- Select the file in the site window, and choose Revisions > Revision List from the context menu.

The Revision List dialog box displays all revisions of the file. Depending on whether you want to compare revisions or revert to a previous file version, proceed as described in the following sections.

To revert to a previous version in the file history:

1 In the site window's Files tab, select the file you want to revert to a previous version (the file must be checked in).

2 Invoke the Revision List by either clicking the Revision List button in the Workgroup toolbar or selecting Site > Revisions > Revision List.

3 In the Revision List dialog box, choose the file version you want to revert to. The date and comment information displayed next to each version helps you identify each version. If you need more information, you can open individual revisions. To look at a revision, select it in the list and click the Open button. The document opens in layout mode.

4 When you find the file version you want to revert to, select it in the list, and click Make Current.

GoLive immediately reverts to the selected file version, which replaces the current server version. The file version you have reverted to appears at the top of the Revision list. The version that has been replaced is listed directly below.

Comparing different versions of a file

With GoLive's file comparison feature, you can see the exact differences between file versions by comparing their source code. Three types of comparison are possible:

- You can compare a revision in the file history with your current local version of the file. This is useful if you have checked a file out and made changes, and haven't yet checked the file back in. The changes can be compared against any selected revision.
- You can compare two revisions in the file history with each other.
- You can compare your local version with the current server version.

In each case, a Compare dialog box displays the source code of the selected file versions side by side and highlights differences between them.

To compare a revision listed in the file history with your current local version:

1 Select a file in the site window, and click the Revision List button or choose Site > Revisions > Revision List.

2 In the Revision List dialog box, select the revision you want to compare with your current local version.

3 Click Compare to Local.

The Compare Revision to Local dialog box shows the source code of both file versions side by side. Differences between them are highlighted. The bottom left pane of the dialog box lists three possible types of differences found:

- Added in Local. The code highlighted in the left pane has been added to the local version and does not exist in the version on the server.
- Removed in Local. The code highlighted in the right pane (the server version) has been deleted in the local version.
- Changed in Local. The highlighted code has been changed in the local file. The respective code is highlighted in both versions (left and right panes).

4 Select options in the Compare Revision to Local dialog box:

- Previous/Next Difference to move to the previous or next difference found in the codes.
- Skip Empty Lines to ignore linefeeds added to the code for readability. (Extra linefeeds in the HTML code have no effect on the appearance of the page and so can be ignored as a difference.)
- Show Different Colors to use a different highlight color for both file versions.
- Hide Identical Lines to hide all code that is identical in both file versions. This leaves only the code differences displayed.
- Synchronize Scrolling to scroll the code in both panes simultaneously while comparing code.

To compare two revisions included in the file history:

1 Select a file in the site window, then click the Revision List button or choose Site > Revisions > Revision List.

2 In the Revision List dialog box, Ctrl-click (Windows) or Shift-click (Mac OS) the two revisions you want to compare to select them.

3 Click Compare Revisions.

4 In the Compare Revisions dialog box, select options as described earlier in step 4 for comparing a revision with the current local version.

After you have checked out and edited a file, you may want to compare the local state of the file with the state the file had before you checked it out—that is, you want to compare it with the current, still valid server version.

To compare your current local version with the current server version:

1 Do one of the following:

- With the file selected in the site window, or while in the document, choose Site > Revisions > Compare to Server, or click the Compare to Server button.
- With the file selected in the site window, or while in the document, click the Revision List button on the Workgroup toolbar; in the Revision List dialog box, select the topmost revision, and click the Compare to Local button.

2 In the Compare Revision to Local dialog box, select options as described earlier in step 4 for comparing a revision with the current local version.

Inspecting and restoring deleted files

GoLive gives you two ways of deleting workgroup files and folders. You can move the files to the site trash or completely delete the files from the server. If you decide later that you need the files, you can restore them to the site. Even files deleted from the server can be restored to the exact location they had in the site before they were deleted.

To choose how files are deleted from your site:

1 Choose Edit > Preferences, and select Site in the left pane of the Preferences dialog box.

2 Under When Removing Files, select one of the options for handling deleted files:

- Move Them To System Trash deletes files from the server. The revision history of each deleted file remains available on the server.
- Move Them To Site Trash moves deleted files to the Site Trash folder, available on the Extras tab of the site window. Moving the files to the site trash does not delete the files.

Viewing and restoring deleted files

All workgroup files that you delete from a site can be viewed and restored. The method for restoring a deleted file depends on how the file was deleted.

- If your site preferences are set to move deleted files to the Site Trash folder, you restore the files by manually moving them back to the appropriate folder.
- If your site preferences are set to move deleted files to the system trash, you can use the Restore command to automatically restore the deleted files to their original location in the site.

Note: *If you delete the file revision history of a file using the Workgroup Admin, a file deleted to the system trash cannot be restored.* *(See "Cleaning up the file revision history" on page 47.)*

To restore files from the site trash:

1 On the Extras tab of the site window, expand the Site Trash folder.

2 Select the files in the Site Trash folder you want to restore, and drag them to the desired location on the Files tab.

To view and restore files deleted from the server:

1 With the site open, choose Site > Revisions > Show Deleted Server Files, or Right-click (Windows) or Ctrl-click (Mac OS) anywhere in the background of the Files tab, and then choose Revisions > Show Deleted Server Files from the context menu.

Deleted files appear dimmed in the site window at the same location they had before they were deleted.

2 Select the deleted file you want to restore, and choose Revisions > Restore from the context menu.

GoLive automatically restores the file to its original location in the site. Refresh the site view (Site > Refresh View) to ensure that all files are correctly displayed.

Publishing workgroup sites

You can publish a workgroup site using the browser-based Workgroup Admin or from within GoLive. In both applications you specify publish settings that control how the site is published. In GoLive, use the Publish section of the Site Settings dialog box (Site > Settings > Publish) to specify publish settings, including options that let you streamline your site by stripping out custom GoLive code that isn't needed after a site is published. In the Workgroup Admin, you specify publish settings during the publishing process—these settings temporarily override the publish settings made in GoLive.

Setting up publishing servers in the Workgroup Admin

Before you can publish from within GoLive, the server administrator (or someone in the workgroup with administrator privileges) must use the Workgroup Admin to define at least one publishing server for the site. (See "Publishing sites" on page 41.) A workgroup site can have one or more publishing servers, for example, for staging, archiving, and live publishing.

To open the Workgroup Admin, choose Site > Workgroup > Open Workgroup Administration. GoLive launches your default Web browser and displays the Workgroup Administration startup screen with your personal login information already entered.

Publishing a workgroup site in GoLive

Publishing a workgroup site includes preparing the site for publication, connecting to the publishing server, and uploading the site's data. To prepare the site for publication, use the optional site cleanup feature. (See GoLive Help.)

Note: *With workgroup sites (unlike single-user sites), downloading files from the publishing server is not supported. However, you can apply late-state changes directly to the site after it's on the publishing server. If you do so, make sure you also update the local site files before publishing them again, to avoid overwriting the changes on the publishing server.*

To publish a site from within GoLive:

1 With the site window open, click the Site Settings button on the toolbar, or choose Site > Settings.

2 In the left pane of the Site Settings dialog box, click the Publish Server icon.

3 From the Server pop-up menu, choose the publish server where you want to publish the site. If you're not sure which publishing server to choose, contact your workgroup administrator.

Note: *You cannot define a publishing server from within GoLive. If you have administrator privileges, choose Edit Server from the pop-up menu to open the Workgroup Admin in your Web browser. In the Workgroup Admin you are taken automatically to a screen where you can add a publishing server. (See "Defining a publishing server" on page 42.) If you don't have administrator privileges, contact your workgroup administrator.*

4 Click OK.

5 Choose Site > Settings.

6 In the left pane of the Site Settings dialog box, select Publish.

7 Select from the following options:

- Honor "Publish" State Of to conform to the individual publish state you can set for each file and folder in GoLive. Publish states for files are If Referenced (default), Always, and Never; for folders, If Not Empty (default), Always, and Never. To override individual publish state settings for files and folders, deselect the respective options.
- Publish linked files only to upload only those files that are part of the site hierarchy. This option is enabled only if you haven't checked the Honor "Publish" State Of options.

- Publish linked files that are not part of the site to upload even referenced files that are not part of the site hierarchy (outside the root folder) and copy them to a new folder. The new folder name defaults to Other, but you can rename it using the text box in the Hierarchy section of the dialog box.

8 Use Hierarchy options to configure the directory structure of the site when you upload it.

- As in site preserves the current site structure.
- Separate pages and media creates a root folder with two subfolders for HTML pages and media items. You can change the default names for each folder in the text boxes below.
- Flat creates a root folder containing all HTML pages and media, with no subfolders.

9 Use Strip HTML Code For options as needed to remove selected source code elements and streamline the code without affecting the appearance of the pages.

- Adobe GoLive Elements to remove GoLive-specific tags and attributes that are used to edit animations and scripted actions. If you don't intend to edit animation or actions again, or retain the full code in a separate archive copy of the site, you can remove it from the files being uploaded.
- Spaces to remove extra spaces, returns, and linefeeds that are added to the code for readability. HTML doesn't require extra spaces and linefeeds between items.
- Comments to remove comments you have added to annotate your pages.

10 Select Strip GoLive data from media files to remove the GoLive-specific data that is saved with Smart Objects used in your site. Stripping this data reduces the HTML code in your pages and also breaks the link between a Smart Object and its source file. If you later edit the source file (for example, a PSD file in Photoshop), the target GIF or JPEG file will no longer be updated in GoLive.

Note: *If your system administrator requires you to adapt the site to the server environment to which you are uploading—for example, altering site folder structure or stripping code that should not be available to the public—see GoLive Help.*

11 Select Show options dialog to display the Upload Options dialog box before starting the file transfer. This lets you review your Upload options before publishing.

12 Connect to the publishing server by doing one of the following:

- Click the Publish Server connect/disconnect button in the Site toolbar.
- Choose Site > Publish Server > Connect.
- Right-click (Windows) or Ctrl-click (Mac OS) anywhere in the background of the site window's Files tab, and choose Publish Server > Connect from the context menu.

After successfully connecting to the publishing server, the server directory structure displays in the Publish Server tab in the right pane of the site window.

13 Do one of the following to upload the entire site:

- Choose Site > Publish Server > Upload All.

- Right-click (Windows) or Ctrl-click (Mac OS) in the background of the Files Tab, then choose Publish Server > Upload All from the context menu.

14 In the Workgroup Publish Options dialog box, click Publish to start uploading files.

Updating published sites

After publishing a site, you may have additions or changes that require updating the site on the publishing server. In GoLive, you can copy new site files and site files that have been modified since the last upload (Modified Items Upload), or you can upload any files that you select (Selection Upload).

To update a site by uploading to the publishing server:

1 Open the workgroup site, and connect to the publishing server.

2 Do one of the following:

- To upload only modified items, either choose Site > Publish Server > Upload Modified Items, Right-click (Windows) or Ctrl-click (Mac OS) in the background of the Files tab and choose Publish Server > Upload Modified Items from the context menu.
- To upload a selected file or folder, select the file or folder you want to upload in the Files tab. Then either choose Site > Publish Server > Upload Selection, or Right-click (Windows) or Ctrl-click (Mac OS) the selected file or folder and choose Publish Server > Upload Selection from the context menu.

3 In the Workgroup Publish Options dialog box, click Publish to start uploading files.

Workgroup site settings

For workgroup sites, site-specific settings override global site preferences. This ensures that workgroup team members working on a site all see the same site settings. Any member of the workgroup can change the site-specific settings. Once changed, the new settings are saved to the Workgroup Server and are in effect for other users when they next open or refresh the site in GoLive. The option to turn site-specific settings off is disabled for workgroup sites.

Note: *All GoLive users collaborating on a workgroup site should use the same Web Settings, Modules, and Actions to ensure that shared work is consistent in appearance and functionality.*

About Workgroup Server site settings

The Workgroup Server section of the Site Settings dialog box (Site > Settings > Workgroup Server) displays your current login information for the Workgroup Server, and the current refresh rate for updating the External, Colors, and Font Sets tabs in the site window.

To view current login information and server refresh rate settings:

1 Choose Site > Settings to open the Site Settings dialog box.

2 In the left pane of the dialog box, select Workgroup Server.

- The Server Information section of the dialog box shows the IP address or server name of the Workgroup Server computer, the name of the workgroup site you have open, and the user name and password with which you logged into the server. You can use the Change User or Change Password commands as needed to change your login information.
- The Refresh section of the dialog box contains an option to automatically refresh the External, Colors, and Font Sets tabs in the site window, as well as a text box where you can enter a refresh interval.

Logging into the Workgroup Server as a different user

If you have a workgroup site open, you can log into the site as a different user without closing and reopening the site. To do this, you need correct login information for another user with site access, including a valid user name and password. You may occasionally want to log in as a different user in order to make checked-out files available for editing or publishing.

To log in to the Workgroup Server as a different user:

1 Choose Site > Workgroup > Change User.

2 In the Web Workgroup Server Change User dialog box, enter a valid user name and password in the appropriate fields. Select the Remember Password option if you don't want to be prompted for your password next time you open the workgroup site.

3 Click OK.

You are immediately switched to the new user, and the Locked column in the site window is updated. Your new user name appears at the left bottom corner of the Files tab in the site window.

Changing your login password

Your user name and password are created by the Workgroup Server administrator using the Workgroup Admin. If you are a workgroup user and don't have administrative privileges allowing you to log into the Workgroup Admin tool, you can change your Workgroup Server login password yourself from within GoLive.

To change your login password:

1 Choose Site > Workgroup > Change Password.

2 In the Web Workgroup Server Change Password dialog box, enter your existing password in the Old Password field, and your new password in both the New Password and Verify Password fields.

3 Click OK.

Setting automatic refreshing of the External, Colors, and Font Sets tabs

Although transactions between GoLive and the Workgroup Server—such as checking in or out a file—will automatically refresh the contents of the Files tab in the site window, it will not refresh the External, Colors, and Font Sets tabs. You can refresh these manually (see "Refreshing the External, Colors, and Font Sets tabs" on page 16) or use the Site Settings dialog box to set an automatic refresh interval.

To set automatic refreshing of the Colors, External and Font Sets tabs:

1 Choose Site > Settings.

2 In the left pane of the Site Settings dialog box, choose Workgroup Server.

3 Select the Reload Data Automatically option.

4 Set the desired refresh interval in seconds.

5 Click OK.

Enabling the ARM module

The ARM (Asset Replication Manager) module, included with GoLive, allows GoLive to share information about Workgroup Server files with other Adobe applications such as Illustrator, Photoshop, and LiveMotion. In GoLive, you can designate these applications as editors for specific file types—for example, Photoshop as your GIF or JPEG editor. In a workgroup site, when you check out a GIF or JPEG file in the site window, Photoshop starts and opens the file for editing.

The ARM module allows you to check the edited file back into the Workgroup Server directly from Photoshop, rather than performing the check-in from GoLive. After checking in the file from Photoshop, you should refresh the site view in GoLive to reload the current Checked In lock state.

To enable or disable the ARM module:

1 Choose Edit > Preferences.

2 In the left pane of the Preferences dialog box, choose Modules.

3 In the right pane, locate the ARM module and select or deselect it.

4 Click OK.

Note: *You must restart your computer to activate the enabled module.*

Chapter 2: Using the Web Workgroup Server Administration Tool

As Workgroup Server administrator, you use the browser-based Administration tool to manage the Adobe Web Workgroup Server and the Web sites stored on it. Tasks include adding users, setting access privileges, and creating and maintaining Web sites.

Administering the Workgroup

Once the Adobe Web Workgroup Server is installed, a member of the workgroup designated as Workgroup Server administrator uses the browser-based Administration tool (or Workgroup Admin) to manage the Server on an ongoing basis. As administrator, you run the Workgroup Admin by launching a standard Web browser and pointing it at the IP address of the computer running the Server. After connecting, you can use the Workgroup Admin's main menu to perform the following tasks:

Create Users Create a user account for each member of the workgroup, and assign each member an access level: Administrator or User. Administrators can create sites using the Workgroup Admin or GoLive, and also have the ability to set their own access privileges to workgroup sites. Users can create workgroup sites using GoLive, but can't use the Workgroup Admin and must be assigned access to any sites they don't create themselves.

Create sites As an alternative to the GoLive site wizard, use the Workgroup Admin site wizard to create workgroup sites directly on the Workgroup Server. You can create a new, blank site, import an existing site or files from a local computer or an FTP Web server, or create a site based on a GoLive template. During site creation, you define one or more FTP publishing servers for the site. FTP publishing servers defined with the Workgroup Admin show up by default in GoLive's site settings, making it easy to coordinate publishing for the entire workgroup.

Manage sites While the workgroup site is under development, use the Workgroup Admin to make site backups or to copy or delete sites on the Server. Add new users to a site or change site access as needed. Use the Reset Locks feature to free up any checked-out files needed for editing by another member of the workgroup.

Publishing sites You can publish workgroup sites using the Workgroup Admin or from within GoLive. Publishing from the Workgroup Admin lets you define a new publishing server during the publishing operation. You can also use the Site

Clean Up feature to prepare a workgroup site for publication, streamlining the site and eliminating unused files. Use the Workgroup Admin to view and store Publish Reports, which detail any errors encountered while publishing.

System administration As server administrator, use the Workgroup Admin to monitor the operations of the Workgroup Server. Configure the Log File to report different levels of information about server operations.

Installing, starting up, and shutting down the Workgroup Server

For instructions on installing the Workgroup Server, see the HowToInstall file on the Adobe Web Workgroup Server CD. The Workgroup Server is automatically started after you install it. After installation, you can use the Web Workgroup Server Monitor application, installed along with the Workgroup Server, to shut the Server down or to start it if it is stopped. Once the Server is started, you can use the Server Monitor to get status information on Server operation.

To start the Workgroup Server Monitor application:

- In Windows, choose Start > Programs > Adobe Web Workgroup Server 1.0 > Server Monitor.
- In Mac OS, double-click the Workgroup Server Monitor alias on your desktop (created during installation).

The status field at the top of the Server Monitor window displays information about the current server status. Use the options in the Server Monitor window as follows:

- Start or Stop to start or shut down the server, respectively.
- Refresh to verify that the Server status is showing the current condition of the server.
- Hide to minimize the Server Monitor to an icon displayed in the Notification Area at the bottom right corner of your screen (Windows). Click the Minimize button (Mac OS) to minimize the Server Monitor to an icon in the Mac OS X's Dock at the edge of your screen. To maximize the Server Monitor, click the icon in the Notification Area (Windows) or Dock area (Mac OS).
- Exit to close the Server Monitor application. You can also choose File > Exit.

From within the Server Monitor window, you can open the Workgroup Admin by choosing File > Open Workgroup Administration.

To start the Workgroup Server:

1 Start the Workgroup Server Monitor application, if it is not running.

2 If necessary, maximize the Workgroup Server Monitor window by clicking its icon displayed in the Notification Area (Windows) or Dock area (Mac OS).

3 In the Workgroup Server Monitor window, click the Start button.

To shut down the Workgroup Server:

1 If necessary, maximize the Workgroup Server Monitor window by clicking its icon displayed in the Notification Area (Windows) or Dock area (Mac OS).

2 In the Workgroup Server Monitor window, click the Stop button.

Note: *If the Workgroup Server is stopped, it will restart when you restart your computer. To prevent the Server from restarting, you must use the installer to remove the associated service (Windows), or remove the Server entry in the StartupItems (Mac OS).*

Connecting to the Workgroup Server

When the Workgroup Server is running on its host computer, you can log into it from any location using a Web browser. You can initially connect to the server using a default user account created when the server is installed. Once connected, you can create new user accounts as needed.

Preparing to connect for the first time

You administer the Workgroup Server through a standard Web browser, such as Netscape Navigator or Internet Explorer (versions 4.5 or later). You can access the server from the computer it is installed on or from another computer. Before trying to log in for the first time, make sure the following tasks have been completed:

- The Workgroup Server has been installed and started on the host computer.
- You know the IP address of the host computer (the computer that the Workgroup Server is installed on).

About installed accounts

Any user with administrative privileges can log into the Workgroup Server. Two users with administrative privileges are created when you install the Workgroup Server: system and admin (with matching passwords). You cannot delete the system account or change its access privileges.

Note: *When the Workgroup Server starts for the first time, you are prompted to change the default password for the System user account—"system"—to a different password.*

You can start using the Workgroup Admin as either the system or admin user, and later create additional users according to your needs. You can also create new user accounts by using the Setup Wizard, available from the home screen when the Workgroup Admin first opens.

To connect to the Workgroup Server and log in:

1 Do one of the following:

- If the Workgroup server is installed on your computer, use the Server monitor to launch the Workgroup Admin (File > Open Workgroup Administration).

- If you're connecting from a different computer, launch your browser. In the Location (Netscape) or Address (Internet Explorer) text box, type `http://`, followed by the IP address of the computer that the Workgroup Server is running on, followed by `:http port number/`. The default port number is 1102. Press Return to connect.

Note: *If you are connecting to the Workgroup Server via a browser from the computer the server is running on, you can also use* `http://localhost:1102/` *as an address.*

The Web Workgroup Server Administration window displays a Login section and two URLs: the GoLive URL and the WebDAV URL.

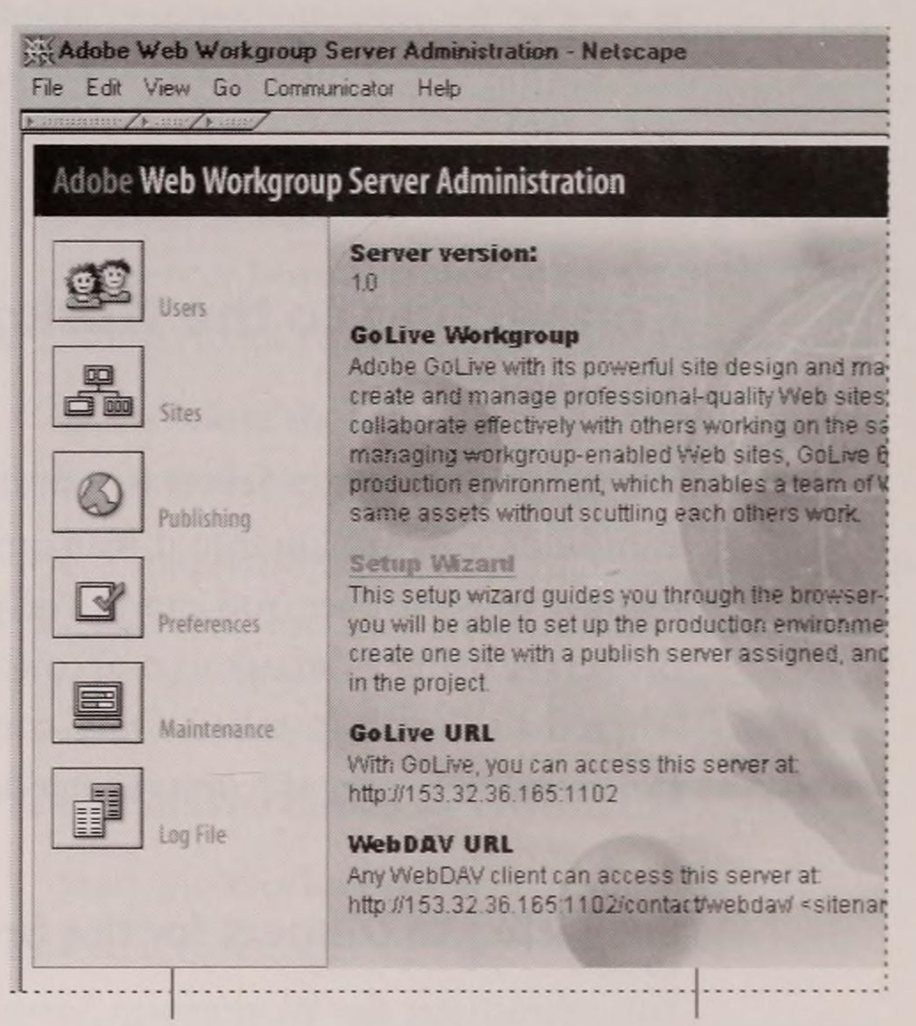
- Use the GoLive URL when creating or mounting (opening for the first time) a workgroup site from within GoLive. GoLive prompts you to enter this URL (and a user name and password) to access the Workgroup Server.
- Use the WebDAV URL when opening and editing Workgroup Server files with a WebDAV-compatible client such as Photoshop or Illustrator.

2 In the Login section, enter a user name and password, and then click Log In.

After login, the navigation pane at the left side of the window contains buttons for the main tasks you can perform with the Workgroup Admin.

Navigating in the Workgroup Admin

The Workgroup Admin navigation pane is always available. Click on a button in the pane to link to the main screen for that administrative task. Once you have navigated down one or more levels within a particular subsection, you can return to the main screen for that section by clicking on the button for that task in the navigation pane. To return to the main Workgroup Admin screen, click on Home at the top right of all screens.



Workgroup Admin home screen
A. *Navigation pane* ***B.*** *Content pane*

Creating and managing user accounts

Each workgroup member needs a user account to access Web sites that are stored on the Workgroup Server. As server administrator, you're responsible for creating user accounts and granting users access to Web sites stored on the Workgroup Server. You must also decide whether to grant users administrator privileges. A user without administrator privileges cannot use the Workgroup Admin but can be granted access to edit sites stored on the server and can create new sites using GoLive.

About the Users screen

Click on the Users button in the Workgroup Admin navigation pane to display the Users screen. The Users screen lists all user accounts stored on the Workgroup Server, and displays the login name for each user, whether the user has administrative privileges, and when the account was last modified. From the Users screen, you can create a new user, edit a user account, or delete a user.

To edit a user account:

Click the Edit button next to a user name, or click the user name, to display the Edit User screen.

To create a new user:

Click the New User link in the Workgroup Admin navigation pane.

To delete a user:

Click the Delete User button to the right of the user account information.

Creating new user accounts

A user account includes a user name and password, optional information to identify the user, and a privileges level. You can enable a new account for immediate login or activate the account at a later time.

To create a new user account:

1 Log in using an existing administrator account, as described in "About installed accounts" on page 29.

2 In the Workgroup Admin navigation pane, click Users.

The User List displays all user accounts currently stored in the Workgroup Server database.

3 In the navigation pane, under Users, click the New User link.

4 Enter user information in the New User screen:

- In the Full Name, Phone, and E-Mail text boxes, enter the relevant information for the new user.
- In the Info text box, enter any additional user information needed.
- In the Login Name and Password text boxes, enter the name and password the user will enter when logging into the Workgroup Admin.
- In the Verify Password text box, enter the user's password a second time to have your entry checked by the system.

- Select the Login enabled option to enable the user to log in immediately.
- Select Administrator to assign administrator privileges to the user. Administrator privileges allow the user to log into the Workgroup Admin.

5 Click Save. The new user is immediately added to the User List.

Note: *New users don't have access to existing Web sites stored on the Workgroup Server. You must explicitly add a new user to any site you want that user to have access to. (See "Changing a site's assigned users" on page 37.) All users have automatic access to sites that they create.*

Editing user accounts

After creating a user account, you can edit the user information at any time, including changing the user name and password. For instructions on adding or removing access to specific workgroup sites, see "Changing a user's site access" on page 32.

To edit a user account:

1 In the Workgroup Admin navigation pane, click the Users button.

2 In the User List, click the Edit button next to the user account you want to edit, or click the user name.

3 In the top section of the Edit User screen, use the options provided to change user privileges, disable or enable user login, or change personal user data.

4 When you are done editing, click Save.

Changing a user's site access

Use the Assigned Sites section of the Edit User screen to control which workgroup sites a user has access to.

Note: *You can also use the Assigned Users section of the Edit Site screen to control user access to a site. See "Changing a site's assigned users" on page 37.*

To change the user's site access rights:

1 In the Workgroup Admin navigation pane, click the Users button.

2 In the User List, click the Edit button next to the user account you want to edit, or click the user name.

The Assigned Sites section lists all sites currently stored in the Workgroup Server database. A check mark next to a site name indicates that site access is enabled.

3 Select a check box next to a site to enable access, and deselect a check box to deny access. To enable or deny access to all sites, click the Select All/Deselect All toggle button at the bottom of the list.

4 Click Save.

Deleting a user account

The server administrator can delete a user account from the User List at any time.

If you want to disable a user account without deleting it, deselect the Login enabled check box in the top section of the Edit User screen (see "Editing user accounts" on page 32).

To delete a user account:

1 In the Workgroup Admin navigation pane, click the Users button.

2 In the User List, click the Delete button to the right of the user account you want to delete.

3 On the Delete screen, click Delete to remove the user account.

Creating sites

You can create workgroup sites using the Workgroup Admin or from within GoLive. As with a regular single-user site, a workgroup site contains a root folder, settings and data folders, and a site project file. The site folders and contents are stored in the Workgroup Server database, centralizing GoLive's site management features to facilitate workgroup collaboration. Once you create a site, workgroup members can connect to it from GoLive or a from a supported WebDAV-compatible client such as Adobe Photoshop or Adobe Illustrator.

The URL needed to connect to the Workgroup server from a WebDAV client such as Photoshop or Illustrator is displayed on the Workgroup Admin login screen.

A site wizard guides you through the site creation process. The wizard offers four site creation options:

- Blank Site creates an empty folder structure and a new site project file on the Workgroup Server.
- Import from folder converts an existing Web site (GoLive or non-GoLive) to a GoLive workgroup site, or if you have a local folder of resource files that you want to convert to the root folder of a new site.
- Import from FTP server imports an existing Web site (GoLive or non-GoLive) from its location on a Web server. The site is copied in its entirety to the Workgroup Server.
- Copy from template creates a workgroup site based on one of the GoLive Web site templates.

Creating a blank site

The Blank Site option in the site wizard creates root, data, and settings folders, a site project file, and a generic home page on the Workgroup Server.

To create a new blank site:

1 Log into the Workgroup Admin.

2 In the Workgroup Admin navigation pane, click Sites to bring up the Site list.

3 In the Workgroup Admin navigation pane, click New Site to bring up the Site Wizard.

4 In the Site Wizard, select Blank Site, and click Next.

5 In the Site Name text box, enter the name for the new, blank site you want to create, and click Next.

At this point you can set up a publishing server for the new site (you can also set up a publishing server later). This is the server where you will move the site when you are ready to make it public.

Note: *You can set up more than one publishing server per site. You may want to specify different locations for archiving, staging, and final publication. For information on assigning additional servers, see "Defining a publishing server" on page 42.*

6 In the Server Name text box, enter the name of the publishing server.

7 Select the Default Server option if you want the server to be used as the default publishing server. If you specify a default FTP publishing server in the Workgroup Admin, the server will also be preselected in the Workgroup Site Settings in GoLive. This allows any workgroup member using the client to publish the site to this server without making any additional changes to the site settings.

Note: *A publishing server must be an FTP server to be the default publishing server in GoLive.*

8 Choose a Protocol to access the server. Depending on whether your publish folder is accessible via FTP or the file system of the computer the Workgroup Server is running on, do one of the following:

- Choose File when your publish folder is a local folder on the computer the Workgroup Server is running on, or resides on a disk accessible from the server computer. In the Location text box, enter the complete path to the publish folder: `/volume/folder/publishfolder` (Mac OS), or `<drive>:\folder\publishfolder` (Windows).
- Choose FTP if your publish folder is on an FTP server. Use the Host, Directory, User, Password, and Server Port text boxes to enter the data required to connect to the FTP server. For Host, enter the FTP address specified by your ISP for the FTP server you want to publish the site on. In the Directory text box, type the directory path to the publish folder. If required, use the Server Port text box to specify the port number value. FTP service is always initiated from a client to a server via port 21. All FTP servers, by default, expect to connect back via that port. However, some FTP servers might be configured to listen on a different port. In that case, you need to enter a different port value. Select the Use Proxy option if your network requires that you connect via a proxy server for filtering or security reasons. The proxy port used is specified in the Preferences dialog box (see "Setting Workgroup Server preferences" on page 46). Select Use Passive Mode if you need to go through a firewall or are having other problems connecting to an FTP server. This initiates a connection from GoLive to the server rather than requesting that the server connect back to you, which is the default behavior. If you have specified a server port other than 21, always select Use Passive Mode.

9 Click Next.

10 To define additional publishing servers, click Yes. To complete the wizard, click Finish.

11 Click OK to finish creating the site.

The new site is stored on the Workgroup Server. To add info text, change site access privileges, or change publish server definitions for the site, click either the Edit button next to the site name, or the site name.

Importing sites

Instead of creating a new Web site from scratch, you can import an existing site. The site can be located either in a folder on the computer the Workgroup Server is running on or a folder on an FTP server. In either case, the imported site will be stored on the Workgroup Server after import.

To import a site from a local folder:

1 In the Workgroup Admin navigation pane, click Sites to bring up the Site list.

2 In the Workgroup Admin navigation pane, click New Site to bring up the Site Wizard.

3 In the Site Wizard, choose Import from Folder, and click Next.

4 In the Site Name text box, enter the name you want to assign to the new site.

5 In the Local Path text box, enter the complete path to the root folder of the site you want to import.

6 Specify URL handling settings for the new site:

- Select Check URLs case-sensitive to observe case sensitivity in URLs.
- Select a URL handling method, either UTF-8 or ISO 8859-1.
- Select %HH-Escaping to comply with the URL syntax which requires that all non-safe characters be encoded as a % symbol followed by two hexadecimal digits.

Note: *To maintain the same URL handling that was in effect for the site you're importing, accept the default settings here. For more information on URL handling settings, see GoLive Help.*

7 Click Next.

8 Use the options provided on the Publish Server screen to define publishing servers for the site you are importing. (See steps 6 through 10 in "Creating a blank site" on page 33.)

9 Click OK to finish creating the site.

The imported site is stored on the Workgroup Server. To add info text, change site access privileges, or change publish server definitions for the site, click either the Edit button displayed next to the site name, or the site name.

To import a site from an FTP server:

1 In the Workgroup Admin navigation pane, click Sites to bring up the Site list.

2 In the Workgroup Admin navigation pane, click New Site to bring up the Site Wizard.

3 In the Site Wizard, choose Import from FTP Server, and click Next.

4 In the Site Name text box, enter a name for the new site you are creating.

5 Specify the FTP server data as follows:

- In the Server text box, enter the FTP address specified by your ISP for the FTP server from which you want to import the site.
- In the Directory text box, type in the path to the folder where the site is located.
- In the User text box, type in your user ID for FTP access.
- In the Password text box, enter your personal password for FTP access.
- In the Server Port text box, specify the server port number. FTP service is always initiated from a client to a server via port 21. All FTP servers, by default, expect to connect back via that port. However, some FTP servers might be configured to listen on a different port. In that case, you need to enter a different port value.
- Select the Use Passive Mode option to initiate a connection from the client to the FTP server. This overrides the default behavior, which is that the server connects back to the client. If you have specified a server port other than 21, always select the Use Passive Mode option.

6 Specify URL handling settings for the new site:

- Select Check URLs case-sensitive to observe case sensitivity in URLs.
- Select a URL handling method, either UTF-8 or ISO 8859-1.
- Select %HH-Escaping to comply with the URL syntax which requires that all non-safe characters be encoded as a % symbol followed by two hexadecimal digits.

Note: *To maintain the same URL handling that was in effect for the site you're importing, accept the default settings here. For more information on URL handling settings, see GoLive Help.*

7 Click Next.

8 On the Publish Server screen, define publishing servers for the site you are importing. (See steps 6 through 10 in "Creating a blank site" on page 33.)

9 Click OK to finish creating the site.

The imported site is stored on the Workgroup Server. To add info text, change site access privileges, or change publish server definitions for the site, click either the Edit button next to the site name, or the site name.

Creating a site by copying a site template

You can also create a new site by copying one of the site templates provided with GoLive. You can view a site template by opening its site project file in GoLive. The templates are located in the Site Templates folder, inside the GoLive 6.0 folder.

To create a site by copying a site template:

1 In the Workgroup Admin navigation pane, click Sites to bring up the Site list.

2 In the Workgroup Admin navigation pane, click New Site to bring up the Site Wizard.

3 In the Site Wizard, choose Copy from Template, and click Next.

4 In the Site Name text box, enter the name for the new site.

5 From the Site Template list, choose the desired site, and click Next.

6 Use the options provided on the Publish Server screen to select publishing servers for the site you are importing. (See steps 6 through 10 in "Creating a blank site" on page 33.)

The Finish Site Creation screen informs you that the site has successfully been created on the server.

7 Click OK.

To add info text, change site access privileges, or change publish server definitions for the site, click either the Edit button next to the site name, or the site name.

Editing sites

Use the Workgroup Admin's Edit Site screen to edit site information. You can enable or revoke access to the site for members of the workgroup, edit publishing servers assigned to the site, or add a new publishing server. To display the Edit Site screen, click on a site name in the Sites screen.

Editing site information

The top section of the Edit Site screen displays the site name and Site Info text box, which you can use to enter descriptive information about the site. The Site Info entered here displays next to the site name on the Sites screen.

To enter descriptive information about the site for the Sites screen:

1 Type information into the Site Info text box.

2 Click Save.

Changing a site's assigned users

Initially, only the user who created a site has access to the site. To grant access to other users, you need to add them to the list of authorized users for the site. (You can also grant access by editing the user's account information. See "Editing user accounts" on page 32.)

To enable site access for an existing user:

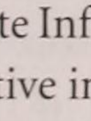
1 In the Workgroup Admin navigation pane, click Sites.

2 On the Site List screen, click the Edit Site button ✎ next to the site you want to give the user access to, or click the site name.

The Assigned Users section of the Edit Site screen lists all user accounts stored in the Workgroup Server database (except the default System account). A selected check box indicates that a user has access to the site.

3 Select the check box next to the user to enable site access. Click Select All to enable site access for all workgroup members.

4 Click Save.



To add a new user to the workgroup, click the New User button below the Assigned Users list. (See "Creating and managing user accounts" on page 31.)

Revoking site access

You can easily revoke access to a particular site by editing the list of approved users for that site.

To disable site access for a user:

1 In the Workgroup Admin navigation pane, click Sites.

2 In the Site List, click the Edit Site button next to the site to which you want to limit access, or click the site name.

The Assigned Users section of the Edit Site screen lists all user accounts stored in the Workgroup Server database. A selected check box indicates that a user has access to the site.

3 Deselect the check box next to the user to whom you want to deny site access. Click Deselect All to revoke site access for all workgroup members.

4 Click Save.

Editing publishing servers

The Publish Servers section of the Edit Site screen displays all publishing servers you've set up for the site. You can edit an existing server, add a new server, or delete a server.

To edit settings for an existing publishing server:

Click the Edit Publish Server button, or the server name.

To define a new publishing server:

Click the New Publish Server link in the Workgroup Admin navigation pane.

To delete a publishing server:

Click the Delete button to the right of the server name.

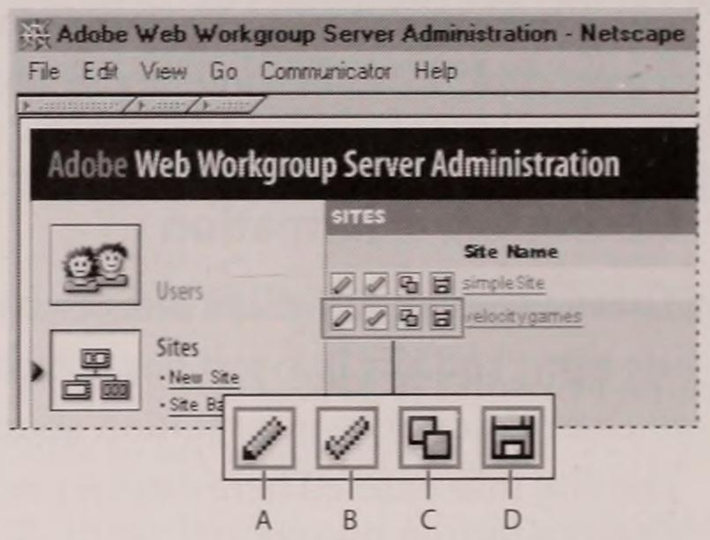
Managing sites

The Workgroup Admin's Sites screen is the starting point for site management options. To display the Sites screen, click on the Sites button in the Workgroup Admin navigation pane.

Using the Sites screen

The Sites screen lists all sites stored on the Workgroup Server. The Info field contains descriptive information about the site. The Last Modified field tells you which member of the workgroup last made changes to the site, and when.

From the Sites screen, select a button to back up, duplicate, or delete a site, or to edit site information. You can also clean up a site before publishing it.



Site list
A. *Edit button* ***B.*** *Clean Up Site button*
C. *Duplicate Site button*
D. *Create Site Backup button*

To edit the text in the Info field:

Click on the Edit Site button to the left of the site name, and then enter information in the Site Info text box on the Edit Site screen.

To duplicate, back up, delete, or clean up a site:

Click on the appropriate button next to the site name.

To create a new site or view a list of site backups:

Click on the appropriate links in the Workgroup Admin navigation pane at the left of the screen.

Backing up sites

You can use the Workgroup Admin to create a site backup that stores all the information that makes up a site. Site backups are stored on the server's file system. You can use the Workgroup Admin to easily restore your site with these backups. They also provide a complete record of how a site looked on a specific date. For example, you may want to try out a new structure and look for a site. With backups you can easily return to the old version.

To create a site backup:

1 In the Workgroup Admin navigation pane, click the Sites button.

2 In the Site List, click the Create Site Backup button next to the site you want to back up.

3 On the Backup Site screen, enter backup information into the text box as needed. (Entering information is optional.)

4 Click Save.

A message on the Backup Site screen informs you that the backup has been successfully created.

5 Click OK.

The Site Backups screen shows the backup you just created and any other backups that are currently stored on the server's file system, along with the creation time and date of each backup.

Restoring or deleting a backed-up site

You can use the Workgroup Admin to restore or delete a backed-up site.

To restore a backed-up site:

1 In the Workgroup Admin navigation pane, click the Sites button.

2 Click the Site Backups link in the navigation pane.

3 In the Site Backups list, locate the backup you want to restore, and then click the Restore Site Backup button next to it.

4 On the Restore Site Backup screen, enter a new site name in the Site Name text box (a default name is filled in—the original site name followed by "backup"). You must enter a unique name that is not yet assigned to a site stored on the database.

5 Click Restore.

Note: *If you haven't assigned a unique site name, an error message indicates that the site name is currently in use. Click OK to return to the Restore Site Backup screen; then enter a unique name and click Restore.*

The restored site is stored in the Workgroup Server database and appears in the Site list. If you want to remove the old, possibly corrupted site, you need to delete it from the server. (See "Deleting sites" on page 40.) Removing a site doesn't automatically remove its backups.

To delete a site backup:

1 In the Workgroup Admin navigation pane, click the Sites button.

2 Click the Site Backups link in the navigation pane.

3 In the Site Backup List, locate the backup you want to delete, and click the Delete button next to it.

4 On the Delete Site Backup screen, click Delete.

Note: *Site backups are stored in the sitebackup folder, inside the wgdata folder on the volume or drive where the Workgroup Server is installed.*

Deleting sites

Deleting a site removes all its site files from the Workgroup Server. It does not delete any site backups you may have made of the site. (See "Restoring or deleting a backed-up site" on page 39.)

To delete a site:

1 In the Workgroup Admin navigation pane, click Sites.

2 In the Site List, click the Delete button next to the site you want to remove.

3 Click Delete.

Duplicating sites

Duplicating a site is a quick, convenient way to make an editable copy of the site (a site backup cannot be edited—you must restore a site backup before it is editable). A duplicated site appears in the site list along with the original site, under a different name.

To duplicate a site:

1 In the Workgroup Admin navigation pane, click Sites.

2 In the Site List, click the Duplicate Site button next to the site you want to duplicate.

3 In the Site Name text box, enter the name you want to assign to the copied site. If you don't specify a new name, the application will use the current name and add "copy." For example, if the original site name is "velocitygames", the copy will be named "velocitygames copy".

4 If desired, enter descriptive text in the Site Info text box.

5 Click Save. A copy of the site is stored on the Workgroup Server and appears in the Site list.

Note: *Assigned users are not duplicated with a site. You must reassign users to the duplicated site as needed (see "Changing a site's assigned users" on page 37).*

Cleaning up a site

Before publishing a site, you can perform a site cleanup. Cleaning up a site gets rid of unused links, colors, e-mail addresses, and font sets that are cluttering up the site, and moves stray files into the root folder for better organization. You can choose any combination of the following cleanup options:

- Copy files that are used in the site, including Web pages, images, and media files, into the site's root folder. (*Used* means "referenced on some page in the root folder.")
- Add references (for example, URLs and e-mail addresses), colors, and font sets that are used in the site to the External, Colors, and Font Sets tabs of the site window.
- Remove any files that are not referenced on any page in the root folder.

You can perform a site cleanup using the Workgroup Admin or from within GoLive.

To clean up a site:

1 In the Workgroup Admin navigation pane, click the Sites button.

2 In the Site list, click the Clean Up Site button ☑ next to the site you want to clean up.

3 On the Clean Up Site screen, use the following options as needed:

- Rescan Root Folder updates the site project file if you have added or removed files or folders from the site from outside of GoLive—for example, if you've used Windows Explorer or the Finder to add or delete files (not recommended).
- Add Used Files copies all orphan files (referenced files outside the site root folder) into the site root folder.
- Add External References copies all external references—e-mail addresses and URLs—used on pages in the site to the External tab of the site window.
- Add Colors copies all colors used on pages in the site to the Colors tab of the site window.
- Add Font Sets copies all font sets used in the site to the Font Sets tab of the site window.
- Remove Unreferenced Files moves all excess, unreferenced files to the site trash.
- Remove Unused External References/Colors/Fontsets removes unused non-file objects from the External, Colors, and Font Sets tab of the site window, respectively.

4 Choose Clean Up.

Publishing sites

Publishing a workgroup site means moving it from the Workgroup Server to another server—for example, for staging, archiving, or live publishing. You can publish sites using the Workgroup Admin or from within GoLive. When you create a site using the Workgroup Admin, you can set up a publishing server at the time you create the site. When you're ready to publish, you can use that server as a target or define a different server.

When publishing the site, you need to specify publishing conditions. You can set publish conditions in both the Workgroup Admin and GoLive. In GoLive, you set publishing conditions in the Site Settings dialog box, which is accessible from the Site menu. When you publish using the Workgroup Admin, you specify publishing conditions during the publishing process. The conditions you specify in the Workgroup Admin for a single publishing process take precedence over the publishing settings made in GoLive.

Defining a publishing server

If you didn't set up a publishing server when you created your site, you can do so using the Edit site screen. You can also change your publishing server at any time even if you already have one set up for your site.

To add a publishing server to a site from the Edit Site screen:

1 In the Workgroup Admin navigation pane, click the Sites button.

2 In the Site List, click the Edit Site button next to the site you want to define a publishing server for, or click the site name.

The Edit Site screen displays the assigned users and publishing servers for the site.

3 In the navigation pane, under Sites, click the New Publish Server link.

4 In the Server Name text box, enter the name of the publishing server. Use a descriptive name, such as "Staging" or "Live" so that team members can easily identify the function of the server.

5 Select the Default Server option if you want the server to be used as the default publishing server. If you specify a default FTP publishing server in the Workgroup Admin, the server will also be preselected in the Workgroup Site Settings in GoLive. This allows a workgroup member using the client to publish the site to this server without making any additional changes to the site settings.

Note: *A publishing server must be an FTP server to be the default publishing server in GoLive.*

6 Choose a Protocol to access the server. Depending on whether your publish folder is accessible via FTP or the file system of the computer the Workgroup Server is running on, do one of the following:

- Choose File when your publish folder is a local folder on the computer the Workgroup Server is running on, or resides on a disk accessible from the server computer. In the Location text box, enter the complete path to the publish folder: /volume/folder/publishfolder (Mac OS), or <drive>:\folder\publishfolder (Windows).
- Choose FTP if your publish folder is on an FTP server. Use the Host, Directory, User, Password, and Server Port text boxes to enter the data required to connect to the FTP server. For Host, enter the FTP address specified by your ISP for the FTP server you want to publish the site on. In the Directory text box, type in the directory path to the publish folder. If required, use the Server Port text box to specify the port number value. FTP service is always initiated from a client to a server via port 21. All FTP servers, by default, expect to connect back via that port. However, some FTP servers might be

configured to listen on a different port. In that case, you need to enter a different port value. Select the Use Proxy option if your network requires that you connect via a proxy server for filtering or security reasons. The proxy port used is specified in the Workgroup Admin preferences. (See "Setting Workgroup Server preferences" on page 46.) Select Use Passive Mode if you need to go through a firewall or are having other problems connecting to an FTP server. This initiates a connection from GoLive to the server rather than requesting that the server connect back to you, which is the default behavior. If you have specified a server port other than 21, always select Use Passive Mode.

7 Click Save. The publishing server now appears in the Publish Servers section in the lower right corner of the Edit Site screen.

Editing or deleting a publishing server

You can use the Workgroup Admin to edit attributes for a publishing server or to delete a server.

To edit attributes for a publishing server or to delete a server:

1 In the Workgroup Admin navigation pane, click Sites.

2 In the Site List, click the Edit Site button next to the site whose server definition you want to edit or delete, or click the site name.

The Edit Site screen displays the defined publishing servers in the lower right corner.

3 Locate the publishing server you want to edit or delete.

- To change server attributes, click the Edit button next to the server. On the Edit Publish Server screen, make the desired changes.
- To delete a server, click the Delete button next to the server. On the Delete screen, click Delete.

Publishing a site using the Workgroup Admin

You can publish a site using the Workgroup Admin or from within GoLive. For information on publishing from within GoLive, see "Publishing workgroup sites" on page 20.

To publish a site using the Workgroup Admin:

1 Log into the Workgroup Admin.

2 In the Workgroup Admin navigation pane, click the Publishing button.

3 On the Publish Site screen, select the site you want to publish from the pop-up menu.

4 Click OK.

5 Choose the target publishing server from the Server Name pop-up menu. The pop-up menu provides a list of all currently stored publish server definitions available for the site. Select New Server to define a new publishing server (see "Defining a publishing server" on page 42).

After you select or define a server, the Site Specific Settings screen displays options that control how the site is published.

6 Set Publish conditions as follows to control which files and folders get uploaded to the publishing server:

- Honor "Publish" state of folders and Honor "Publish" state of files. All files and folders in the Web site have a setting called Publish state, which allows you to control whether or not the file or folder is uploaded when the site is published. Possible Publish states for files are If Referenced (default), Always, and Never. Publish states for folders are If Not Empty (default), Always, and Never. The Publish state for a file or folder is set in GoLive.

Note: *The Honor "Publish" state setting is also available in GoLive (choose Site Settings > Publish). However, when publishing from the Workgroup Admin, the Workgroup Admin setting overrides the GoLive setting.*

- Use the Export referenced files only option to upload only files located in the site's root folder that are referenced from the home page or a page linked to the home page. (This option is enabled only if you haven't checked the Honor Publish State Of options, which take precedence.)
- Use the Export referenced files that are not part of the site option to include in the upload referenced files that are outside of the site root folder. This option also copies these referenced files into a newly created folder. If you want to change the folder name, which defaults to Other, use the text box provided in the Hierarchy section (the next section of the screen).

7 Set Hierarchy options to control the underlying directory structure of your site before uploading to the publishing server:

- As in Site (default) leaves the current site structure unchanged.
- Separate Pages and Media creates a root folder with two subfolders, one for HTML pages and one for media items. By default, these folders are called Pages and Media. If you want to change the default names, use the text boxes.
- Flat creates a root folder containing all HTML pages and media items, but no subfolders.

8 Set the Strip HTML Code for options to streamline the code in your pages. Removing these source code elements will not change the way your pages display in a browser.

- Adobe GoLive Elements removes GoLive-specific tags and attributes that are needed to edit animations, scripted actions, and so forth in GoLive.

Note: *These tags cannot be restored once they are removed during publishing.*

- Spaces removes extra spaces, returns, and linefeeds that were added to the code for readability. (HTML doesn't require extra spaces and linefeeds between items.)
- Comments removes comments you have added to annotate your pages.

9 Select the GoLive Data option to check for GIF, JPEG, PNG, SWF, and SVG files that are targets for Smart Objects, and remove data that was added to the files to enable the Smart Object workflow. Removing this data reduces the size of these files and also breaks the link with the source file. If you later edit the source file (for example, a PSD file in Photoshop), the target GIF or JPEG file will no longer be updated in GoLive.

10 Set the Publish Mode. By default, the system performs an incremental upload. That is, only those items that were added or changed since the last publishing process will be uploaded. If you want the entire site to be uploaded, select Publish All.

11 Click OK.

A progress bar indicates that publishing is in progress. When the process is finished, a publish report gives you detailed information about the publishing process and identifies any errors that have occurred.

12 Click OK.

The publish report is stored in the Workgroup Server database and appears in a Publish Reports list.

Using publish reports

Each time you publish a Web site, the Workgroup Server automatically creates a publish report and stores it in the database. The report gives you detailed information about the publishing process and helps you locate any errors that have occurred.

Reports are listed in the order they were created, with the most recent report at the top of the list. You can view all publish reports, or view only the reports for a particular site.

To view a publish report:

1 In the Workgroup Admin navigation pane, click the Publishing button.

2 In the navigation pane, click Publish Reports. The Publish Reports list shows all reports currently stored in the database.

3 To view only the publish reports for a particular site, select the site name in the pop-up menu, and click Filter.

4 In the Publish Reports list, locate the desired publish report, and click either the View button next to it, or the site name.

To delete a publish report:

1 In the Workgroup Admin navigation pane, click Publishing.

2 In the navigation pane, click Publish Reports.

3 In the Publish Reports list, locate the report you want to delete, and click the Delete button next to it.

4 On the Delete Publish Report screen, click Delete.

Note: *GoLive uses the publish reports to determine which files to publish during an incremental (versus full-site) publish. If you delete a publish report, all files reported as published in the report are marked as changed, and therefore are published again when you next perform an incremental publish. Deleting all publish reports for a site will result in all site files being published (when you next publish).*

Setting Workgroup Server preferences

The Workgroup Admin preferences screen allows you to customize a number of Workgroup Server settings, including the default port value, FTP proxy server name, and the type of status information recorded in the server log file.

To set Workgroup Server Preferences:

1 In the Workgroup Admin navigation pane, click the Preferences button.

2 Set the Server Port and Control Port options:

- The default server port for the Workgroup Server is 1102. If you do change the server port, workgroup members must also change the port when they lóg into the server to access workgroup sites.
- The control port is an administrative port used for server startup and shutdown.The default control port value is 1103.

3 Set the Log Level option to control what kind of information is tracked to the server log. The server log continuously logs all server operations, including errors, warnings, and informational messages. Set tracking options as follows:

- Error records only errors in the server log.
- Warning tracks errors and warnings.
- Info tracks specific actions that the server is performing, such as starting and stopping publishing operations.

Note: *The more items the server log tracks, the slower performance will be.*

4 Set the FTP Proxy option if your network requires that you connect via a proxy server for filtering or security reasons. Enter the address and port number of the proxy server in the appropriate text boxes. If in doubt, contact your system administrator or ISP.

5 Click Save.

Performing System Maintenance Tasks

Click the Maintenance button in the Workgroup Admin navigation pane to display the System Maintenance screen. Click on the available links in the navigation pane to synchronize the Workgroup Server database, clean up the file revision history, or reset user locks.

Updating sites

Occasionally the Web site content that appears in GoLive or in the Workgroup Admin may appear to be out of sync with the actual content of the Workgroup Server's file system. This can occur if site files are deleted, moved, or renamed outside of GoLive, using the file system of the Workgroup Server computer (this is not recommended). You can correct any mismatches by updating the site. This synchronizes the content of the Workgroup Server database with the server computer's file system.

To update the site:

1 In the Workgroup Admin navigation pane, click Maintenance.

2 In the navigation pane, click Synchronize Site.

3 In the Synchronize Site screen, use the pop-up menu to select the site you want to update, and click OK.

4 Click Synchronize.

Cleaning up the file revision history

Each time a user checks a file into the Workgroup Server, a file revision is stored on the Workgroup Server database. This creates a file revision history that lets you quickly return to any former state of the file. While a revision history is a useful tool when you're creating a Web site, an extensive history can slow the performance of the Workgroup Server. If possible, you should periodically clean up the revision history during development to help speed server performance.

To clean up the revision history:

1 In the Workgroup Admin navigation pane, click Maintenance.

2 In the navigation pane, click Clean Up Revisions.

3 On the Clean Up Revisions screen, use the site selection pop-up menu to select the site whose revision history you want to clean up.

4 Choose one or both of the following options to clean up revisions:

- Select Delete All Revisions Older Than, and then use the Month, Day, and Year pop-up menus to specify the date after which you want to retain revisions. Any revision that was created earlier will be deleted.
- Select Number Of Revisions To Keep, and enter the maximum number of revisions to be kept in the text box. The most recent revisions will be retained. For example, enter 200 to keep the last 200 revisions created.

5 Click Delete.

Resetting user locks

If a checked-out file needs to be edited or published and the workgroup member who checked out the file is unavailable, the server administrator can reset locks for the user who has the file checked out. This restores any files checked out by that user to their original unchecked-out state on the server (changes made to the file after it was last checked out will be wiped out when the lock is reset). The files are then available for editing or publishing by other workgroup members.

Note: *Files locked by the System user—the default administrator account installed with the Workgroup Server—can only be reset by System.*

To reset the lock state of files currently checked out by a user:

1 In the Workgroup Admin navigation pane, click Maintenance.

2 In the navigation pane, click Reset User Locks.

3 On the Reset User Locks screen, select the user whose locks you want to reset.

4 Click Reset.

Monitoring Workgroup status

The Workgroup Server log file keeps track of all server operations according to the log level you have specified in the preferences.

Any user with administrative privileges can view the log file. To view the file, click Log File in the Workgroup Admin navigation pane.

The log file can record different types of information, depending on your Log Level settings on the Preferences screen (see "Setting Workgroup Server preferences" on page 46).

Note: *Display time may vary depending on the size of the log file. The default log file size is 32K, but you can set a larger size during a Custom installation. If the log file exceeds its size limit, the system creates a new log file and saves the old one. The current log file displayed in the Workgroup Admin is contact.log. Log files are saved in the logs directory, located in the Adobe Web Workgroup Server folder (Mac OS) or the Web Workgroup Server directory (Windows).*

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